

Mountainland Service Area - Department of Workforce Services

Job-seeking Skills Workshop Schedule



Workshop	Date	Time	Location
Resume Writing: Learn how to write and design a cutting-edge resume and cover letter or “power-up” a current resume to get that interview! This workshop is designed for customers who are READY to write a resume and start actively job-searching. (3 hour workshop)	Nov 1	9 am-12	Provo EC
	Nov 8	9 am-12	Heber EC
	Nov 9	9 am-12	Am Fork EC
	Nov 10	9 am-12	Sp Fork EC
	Nov 30	9 am-12	Provo EC
Interview Skills: Strategize ways to gain an EDGE in the interview process. Learn to be confident in an interview, research employers, market skills, and answer questions to enhance interview effectiveness. (3 hour workshop)	Nov 2	9 am-12	Provo EC
	Nov 8	1-4 pm	Heber EC
	Nov 9	1-4 pm	Am Fork EC
	Nov 10	1-4 pm	Sp Fork EC
	Nov 30	1-4 pm	Provo EC
Job Search With Technology: Learn tools and tips to navigate a successful on-line job search, including use of electronic job boards, on-line applications, & sending / posting resumes. (Basic computer skills required). (3 hour workshop)	Nov 3	9 am-12	Provo EC
	Nov 16	9 am-12	Am Fork EC
	Nov 17	9 am-12	Sp Fork EC
	Nov 22	9 am-12	Heber EC
Networking Strategies: Spending too much time in front of a computer screen job-searching without success? It is estimated that 80% of all job offers come through traditional networking efforts or tapping into one’s “circle of influence” to create “warm contacts” with employers. Learn how to design and implement a strategic networking plan and find employment OPPORTUNITIES in the “hidden” job market. (3 hour workshop)	Nov 4	9 am-12	Provo EC
	Nov 16	1-4 pm	Am Fork EC
	Nov 17	1-4 pm	Sp Fork EC
	Nov 22	1-4 pm	Heber EC

Call 801-342-2655 or email
mtnlandworkshops@utah.gov to
Register for these FREE Job-seeking
Skills Workshops.

Provo Employment Center (EC)
 1550 N 200 W (Freedom Blvd)

American Fork Employment Center (EC)
 751 E 700 S Ste. 100

Spanish Fork Employment Center (EC)
 1185 N Chappel Drive

Heber Employment Center (EC)
 69 N 600 W Suite C

Call Doyle Bender at 435-623-1927 for Nephi
Workshops (Juab County)
Nephi Employment Center (EC)
 625 N Main Street

Plan to arrive 10-15 minutes before the workshop
begins. Workshops START at the scheduled time.

With respect to customers who arrive on time, late-comers will be asked to reschedule.